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# **2015 Texas Migrant Interstate Program Supplement to the Texas Student Assessment Program**

To administer a STAAR test, use this supplement, the *2015 District and Campus Coordinator Manual*, and the appropriate 2015 STAAR test administrator manual. To administer a STAAR Spanish grade 5 mathematics or reading test, use the *2015 District and Campus Coordinator Manual* and the *2015 STAAR Test Administrator Manual—Grades 3–5*. To administer a STAAR L or STAAR A online test, use the *2015 District and Campus Coordinator Manual*, the appropriate 2015 STAAR test administrator manual, and the *User's Guide for the Texas Assessment Management System*.

To administer the TAKS exit level test, use this supplement, the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*, and the *User's Guide for the Texas Assessment Management System*. If TEA has granted permission to test with paper, use the *Texas Assessment of Knowledge and Skills (TAKS) Supplement for Paper Administrations*.

To maintain the security and confidentiality of the Texas student assessment program, refer to the *2015 District and Campus Coordinator Manual* and the *2015 Test Security Supplement*.

**This supplement assumes that the test administrator has responsibility for all testing activities. If your test site has more than one person involved in an administration, you should call the Texas Migrant Interstate Program (TMIP).**

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# TMIP Assessment Schedules

## STAAR, STAAR Spanish, STAAR L, and STAAR A Grades 5 and 8 Test Administration Schedule

	March	May	June
<b>Grade 5 Reading*</b>	3/30 – 4/3	5/11 – 5/15	6/22 – 6/26
<b>Grade 8 Reading**</b>	3/30 – 4/3	5/11 – 5/15	6/22 – 6/26
<b>Grade 5 Mathematics</b>	3/30 – 4/3	—	—
<b>Grade 8 Mathematics†</b>	3/30 – 4/3	—	—

\* Does not include STAAR L.

† Does not include STAAR Spanish.

## STAAR, STAAR L, and STAAR A EOC Test Administration Schedule

	March	May	July	December
<b>English I*</b>	3/30 – 4/3	—	7/6 – 7/10	12/7 – 12/11
<b>English II*</b>	3/30 – 4/3	—	7/6 – 7/10	12/7 – 12/11
<b>Algebra I</b>	—	5/4 – 5/8	7/6 – 7/10	12/7 – 12/11
<b>Biology</b>	—	5/4 – 5/8	7/6 – 7/10	12/7 – 12/11
<b>U.S. History</b>	—	5/4 – 5/8	7/6 – 7/10	12/7 – 12/11

\* Does not include STAAR L.

## TAKS Test Administration Schedule

Assessments	March	July	October
<b>English Language Arts</b>	3/2 – 3/6	7/6 – 7/10	10/19 – 10/23
<b>Mathematics</b>	3/2 – 3/6	7/6 – 7/10	10/19 – 10/23
<b>Science</b>	3/2 – 3/6	7/6 – 7/10	10/19 – 10/23
<b>Social Studies</b>	3/2 – 3/6	7/6 – 7/10	10/19 – 10/23

These administrations are scheduled to coincide with the State of Texas Assessments of Academic Readiness (STAAR®) primary administrations, and STAAR end-of-course (EOC) and Texas Assessment of Knowledge and Skills (TAKS) testing opportunities.

Each test site must arrange a testing schedule with the Texas Migrant Interstate Program (TMIP) far enough in advance so that arrangements can be made for the timely delivery of test materials. For online assessment test sites (STAAR L or STAAR A students, and STAAR EOC and TAKS examinees), coordinators must contact the TMIP in advance to ensure that an online testing infrastructure is in place and to register students in the Texas Assessment Management System, delivered through PearsonAccess.

All test materials should be returned in the shipping box(es) provided to Pearson, 905 West Howard Lane, Austin, Texas, 78753, immediately after testing.

Contact phone numbers:

Texas Migrant Interstate Program (TMIP):  
800-292-7006

Texas Education Agency (TEA) Student Assessment Division:  
512-463-9536

Pearson:  
800-627-0025  
fax – 512-989-5040

Resources Available Online	
Reference materials available online	Located at
<i>2015 Test Security Supplement</i>	<a href="http://www.tea.state.tx.us/student.assessment/security">http://www.tea.state.tx.us/student.assessment/security</a>
Texas Administrative Code	<a href="http://ritter.tea.state.tx.us/rules/tac">http://ritter.tea.state.tx.us/rules/tac</a>
<i>User's Guide for the Texas Assessment Management System</i>	<a href="http://www.TexasAssessment.com/guide">http://www.TexasAssessment.com/guide</a>
<i>2015 District and Campus Coordinator Manual</i>	<a href="http://www.tea.state.tx.us/student.assessment/manuals/dccm">http://www.tea.state.tx.us/student.assessment/manuals/dccm</a>
<i>Directions for District Coordinators, Campus Coordinators, and Test Administrators–TAKS</i>	<a href="http://www.tea.state.tx.us/student.assessment/taks/">http://www.tea.state.tx.us/student.assessment/taks/</a>
STAAR A Tutorials and Resources	<a href="http://www.tea.state.tx.us/student.assessment/taara">http://www.tea.state.tx.us/student.assessment/taara</a>
STAAR L Tutorials and Resources	<a href="http://www.tea.state.tx.us/student.assessment/ell/taarl">http://www.tea.state.tx.us/student.assessment/ell/taarl</a>
Accommodation Resources	<a href="http://www.tea.state.tx.us/student.assessment/accommodations">http://www.tea.state.tx.us/student.assessment/accommodations</a>
LPAC Resources	<a href="http://www.tea.state.tx.us/student.assessment/ell/lpac">http://www.tea.state.tx.us/student.assessment/ell/lpac</a>
Checklist for STAAR Administrations	<a href="http://www.tea.state.tx.us/student.assessment/manuals/dccm">http://www.tea.state.tx.us/student.assessment/manuals/dccm</a>

# Testing Program Overview

## STAAR General Information

For the TMIP, the STAAR program includes STAAR, STAAR Spanish, STAAR L, and STAAR A. Students first enrolled in grade 9 in the 2011–2012 school year or after are required to take the STAAR EOC assessments for courses in which they are enrolled to fulfill the testing requirements for high school graduation. In 2015, students in grades 5 and 8 are required to pass reading assessments to meet the promotion requirements for the Student Success Initiative.

- STAAR includes assessments in mathematics, reading, writing, science, and social studies at grades 3–8 and EOC assessments in Algebra I, English I, English II, biology, and U.S. history. Only STAAR grades 5 and 8 mathematics and reading and STAAR EOC assessments are offered through the TMIP.
- STAAR Spanish is available for English language learners (ELLs) in grades 3–5 for whom an assessment in Spanish provides the most appropriate measure of academic progress. Only STAAR Spanish grade 5 mathematics and reading are offered through the TMIP.
- STAAR L is a linguistically accommodated version of the STAAR grades 3–8 and EOC assessments in mathematics, science, and social studies for students who meet participation requirements. STAAR L is administered online with accommodations integrated into the online system. Only STAAR L grades 5 and 8 mathematics and STAAR EOC assessments for Algebra I, biology, and U.S. history are offered through the TMIP.
- STAAR A is an accommodated version of the STAAR assessments for students who meet eligibility requirements. It is available in the same grades/subjects and courses as the STAAR assessments. STAAR A will be administered online and will include tools, accommodations to test selections and questions, and accessibility features. It is available in the same grades/subjects and courses as the STAAR assessments. STAAR A will be administered online and will include tools, accommodations to test selections and questions, and accessibility features. STAAR A grades 5 and 8 reading and mathematics and EOC assessments for Algebra I, English I, English II, biology, and U.S. history are offered through the TMIP.

## TAKS General Information

High school students enrolled in grade 9 before the 2011–2012 school year will take the TAKS exit level test as part of their graduation requirement. Beginning with the October 2014 test administration, TAKS is primarily administered online. In rare circumstances, TEA may grant permission to test with paper.

All examinees enrolled in grade 11 or above and for whom TAKS is the graduation requirement are eligible to take any section of the exit level test on which they have not yet met minimum expectations.



STAAR A  
Resources

TAKS  
Online Resources

*Directions for  
District  
Coordinators,  
Campus  
Coordinators,  
and Test  
Administrators—  
TAKS*

Refer to the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS* to administer the TAKS exit level tests.

For information about the participation of limited English proficient (LEP) examinees or examinees receiving special education services in the Texas Student Assessment Program, refer to the provisions of the Texas Administrative Code (TAC). Contact the TMIP to obtain interpretations of these rules.

## Accommodations Information

Accommodations are changes to materials or procedures that enable students with disabilities and ELLs to participate meaningfully in learning and testing activities. Information regarding allowable accommodations for the STAAR and TAKS programs can be found on the Accommodation Resources webpage and in the *2015 District and Campus Coordinator Manual*.

Call the TMIP if an examinee indicates he or she is eligible for accommodations, particularly for an oral administration of any test.

## Test Administration Resources

To administer the STAAR grades 5 and 8 mathematics and reading and STAAR EOC tests, refer to the:

- *2015 District and Campus Coordinator Manual*
- appropriate 2015 STAAR test administrator manual

To administer the STAAR Spanish grade 5 mathematics and reading tests, refer to the:

- *2015 District and Campus Coordinator Manual*
- 2015 STAAR Test Administrator Manual—Grades 3–5

To administer the STAAR L tests, refer to the:

- *2015 District and Campus Coordinator Manual*
- appropriate 2015 STAAR test administrator manual
- *User's Guide for the Texas Assessment Management System*
- the STAAR L Tutorials

To administer the STAAR A tests, refer to the:

- *2015 District and Campus Coordinator Manual*
- appropriate 2015 STAAR test administrator manual
- STAAR A Online Student Tutorial Administration Directions
- *Educator Guide to STAAR A and STAAR Alternate 2*
- *User's Guide for the Texas Assessment Management System*



Texas  
Administrative Code

Accommodation  
Resources

District and Campus  
Coordinator Manual  
Resources

STAAR  
Online Resources

TAKS  
Online Resources

STAAR A  
Resources



*User's Guide for the  
Texas Assessment  
Management  
System*

To administer the TAKS tests, refer to the:

- *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*
- *User's Guide for the Texas Assessment Management System*

## Test Security

All test administrators are required to be trained and sign an oath of Test Security and Confidentiality. Training materials and guidelines will be provided by TMIP. Oaths are located in the appendix of all test administrator manuals.

For STAAR test security and confidentiality information, refer to the *2015 District and Campus Coordinator Manual*, the appropriate 2015 STAAR test administrator manual, and the *2015 Test Security Supplement*. For TAKS exit level test security and confidentiality information, refer to the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*.

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities. Each person participating in the testing program is responsible for contacting the TMIP immediately to report any violation or suspected violation of test security or confidentiality. The TMIP will inform TEA of all violations. To report violations in test security or confidentiality, contact the TMIP immediately at 800-292-7006.



*Test Security  
Supplement*





# Before Test Administration

Test sites for students participating STAAR EOC, STAAR L, STAAR A, or TAKS exit level tests must contact the TMIP in advance to ensure that an online testing infrastructure is in place and to register participating students in the Assessment Management System. Test sites should use the *User's Guide for the Texas Assessment Management System* with the TMIP's assistance to navigate the system.

## Training and Materials

### Attend Training

All test administrators and test materials handlers are required to be trained annually in test security and testing procedures and to sign an Oath of Test Security and Confidentiality. This training will be arranged through the TMIP. The signed Oath of Test Security and Confidentiality must be returned to the TMIP once testing has concluded.

### Assemble Test Materials

For those administering paper tests, test booklets have been assigned to you using the unique nine-digit security number printed on each test booklet. The digit after the hyphen is used as a check digit only and should be ignored.



Verify that you have received the number of test booklets required and that you have received those test booklets assigned to you by security number. You are responsible for these test booklets, as well as the answer documents given to you for your examinees' use, until you return them to the testing contractor.

**All test materials must be kept in locked storage (e.g., in a locked closet or cabinet) when not in use.**

Contact the TMIP for instructions for verifying this data or hand-gridding it on blank answer documents.

STAAR grade 8 mathematics and EOC Algebra I assessments require that students have access to a hand-held graphing calculator. Students participating in STAAR EOC biology tests must have access to a four-function calculator. Dictionaries are required for students participating in STAAR EOC English I and II.

Once students have been identified as eligible, TMIP will provide the test site with the necessary dictionaries and calculators as required.



STAAR  
Online Resources

TAKS  
Online Resources

# **Prepare for STAAR EOC, STAAR L, STAAR A, and TAKS Online Test Administrations**

Contact the TMIP to verify student participation in online administrations of STAAR EOC, STAAR L, STAAR A, and TAKS. TMIP will confirm that you have the necessary resources to administer an online test, register your students, and provide you with student login credentials.

# During Test Administration

## Verify Examinee Identity

All examinees must present picture identification on the day of the assessment before they are allowed to test.

A driver's license, Department of Public Safety (DPS) ID, school ID, or resident alien card may be used to verify examinee identity. Contact the TMIP at 800-292-7006 if none of these IDs are available to verify an examinee's identity.

## Ensuring Proper Testing Procedures

While TAKS is untimed, STAAR has time limits. STAAR EOC English I and English II assessments have five-hour time limits, and all other STAAR grades and subjects have four-hour time limits. Test sessions must be conducted under the best possible conditions. By following the proper procedures, you ensure the security and confidentiality of the STAAR and TAKS testing programs and the uniform evaluation of all Texas eligible examinees. For instructions on proper testing procedures, refer to the appropriate 2015 STAAR test administrator manual or the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*.

For additional questions or information, contact the TMIP at 800-292-7006.

## Administering Each Subject-Area Test

The instructions for administering the STAAR assessments can be found in the appropriate 2015 STAAR test administrator manuals. In addition, refer to the *User's Guide for the Texas Assessment Management System* for administration of STAAR L and STAAR A online assessments.

The instructions for administering the TAKS tests can be found in the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS*. In addition, refer to the *User's Guide for the Texas Assessment Management System* for administration of TAKS online assessments.

Test administrators should maintain a roster and complete a seating chart that includes the date, time, test administrator name, and student name(s) for each test administration. Rosters and seating charts should be returned to the TMIP once testing has finished.

If you have any concerns during the administration of a test, contact the TMIP immediately for guidance.



*User's Guide for the  
Texas Assessment  
Management  
System*



TAKS  
Online Resources

# After Test Administration

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## Completing Examinee Identification Information and Gridding Answer Documents for Paper Test Administrations

If you have STAAR examinees who are participating in a paper test administration and for whom no answer document has been prepared, follow the instructions in Appendix A of the appropriate 2015 STAAR test administrator manual to prepare an answer document. Ensure that the following information is provided on students' answer documents or on the demographic page in the online system before submitting for scoring.

Some information may be precoded on an answer document or in the online system for students who are registered to participate in an assessment. Do not change this information unless instructed to do so by the TMIP.

### STUDENT-ID

The Student-ID is either the examinee's social security number or a state-approved alternative ID number consisting of an "S" followed by eight digits. All identification numbers must be gridded or verified by testing personnel only. It is especially important that the examinee identification number be accurate because it is used to access an individual's permanent record. The Student-ID must be completed before the answer document is submitted for scoring. If you have any questions concerning identification numbers, contact the TMIP at 800-292-7006 or TEA at 512-463-9536.

### LOCAL USE

This field should be left blank.

### LOCAL-STUDENT-ID

This field should be left blank.

### ETHNICITY (ETH); RACE (RACE)

TEA uses the federal standard for the collection of ethnicity and race information.

Ethnicity and race are collected separately. The category that most closely mirrors the student's recognition in his or her community should be used for purposes of reporting on students who are of mixed racial or ethnic origins.

#### Part 1—Ethnicity

Is the person Hispanic/Latino?

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture of origin, regardless of race

Choose only one:

1-Hispanic/Latino

0-Not Hispanic/Latino

**Part 2—Race**

What is the person's race? Choose one or more regardless of ethnicity.

**NOTE:** Hispanic/Latino is considered an ethnicity, not a race category.

- I American Indian or Alaska Native  
A person having origins in any of the original peoples of North and South America (including Central America)  
1-Yes  
0-No
- A Asian  
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam  
1-Yes  
0-No
- B Black or African American  
A person having origins in any of the black racial groups of Africa  
1-Yes  
0-No
- P Native Hawaiian/Pacific Islander  
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands  
1-Yes  
0-No
- W White  
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa  
1-Yes  
0-No

**FOR MIGRANT USE ONLY**

Before submitting answer documents for scoring, look up the county-district-campus (CDC) number of each student's or examinee's district and campus in the "Directory of Texas Schools" and write the number in the box labeled FOR MIGRANT USE ONLY on the answer document, following the example below.

**Example**

999001	EXAMPLE ISD	FOR MIGRANT USE ONLY	
001	EXAMPLE H S (09-12)		
* 002	EXAMPLE H S (09-12)	999-001-002	
003	EXAMPLE H S (09-12)		
004	EXAMPLE H S (09-12)		
005	EXAMPLE H S (09-10)		
006	ADULT ED (09-12)		
007	ALTERNATIVE CENTE (01-12)		
008	EXAMPLE (EE-12)		
009	EXAMPLE CO JUVENI (05-12)		

\* The last three digits indicate the Texas high school campus the examinee regularly attends and plans to graduate from.

The CDC number is extremely important to the student or examinee. This number determines where test results are sent and can affect the examinee's graduation status. Do not hesitate to call the TMIP or TEA for help in determining how to code the CDC number or any other part of the answer document.

For students or examinees who test online, or for those testers who test with paper and for whom test administrators enter student responses into TestNav for scoring, test administrators should look up the county-district-campus (CDC) number of each student's or examinee's district and campus in the "Directory of Texas Schools" and record the number in the Home CDC field in the *Student Test Details* screen in the Texas Assessment Management System. Test administrators should also type "1" in the Agency Use - Column A field in the *Student Registration Details* screen in the Texas Assessment Management System.

**DISTRICT-NAME**

Below DISTRICT-NAME, print the name of the Texas district where the examinee is enrolled.

**CAMPUS-NAME**

Below CAMPUS-NAME, print the name of the Texas school in which the examinee is enrolled. If you are unable to determine the campus name, print the name of the city in Texas where the examinee went to school and call the TMIP. This information is critical in processing the examinee's test.



District and  
Campus  
Coordinator  
Manual  
Resources

TAKS  
Online Resources

## Other Answer Document Fields

After testing is complete, you must mark the SCORE CODE, TEST TAKEN INFO, and ACCOMMODATIONS (ACCOMM.) fields on all answer documents.

The score codes are as follows:

- A** = Absent
- O** = Other: student was not able to complete the test for reasons such as test administration irregularity, illness during testing, or court-ordered participation in an authorized high school equivalency program (HSEP)
- \*** = The student did not test on the answer document for the subject indicated.
- S** = Test to be scored

For instructions on correctly completing these fields, refer to the appropriate 2015 STAAR test administrator manual.

## Packing STAAR Scorable Materials for Return

**NOTE:** If you have STAAR examinees testing online, refer to the section, “Complete Online Administration Process,” in the *2015 District and Campus Coordinator Manual* for completing online administrations. If you have TAKS examinees, refer to the section, “Complete Online Administration Process,” in the TAKS Manual for completing online administrations.

### ■ Complete a STAAR Campus and Group Identification Sheet (pink) with the following information:

CAMPUS NAME: Print the name of your test site.

DISTRICT NAME: Print the city, state, and zip code where your test site is located.

COUNTY-DISTRICT NUMBER: Print and grid 777-777.

CAMPUS NUMBER: Print and grid 777.

NUMBER OF ANSWER DOCUMENTS SUBMITTED: Print and grid the number of scorable answer documents to be processed. (Do not include voided answer documents in this count.)

AGENCY USE: Print and grid the zip code of your test site (same as in “DISTRICT NAME” above).

STAAR ENGLISH and STAAR SPANISH: Mark one only.

STAAR END-OF-COURSE: Mark the circle for the course of scorable documents submitted.

### ■ Complete a STAAR Class Identification Sheet (green) with the following information:

CAMPUS AND DISTRICT NAMES

CAMPUS NAME: Print the name of your test site.

DISTRICT NAME: Print the city, state, and zip code where your test site is located.

GROUP (mark one only): Mark the circle for the course of the scorable documents submitted.

NAME: Print and grid TMIP, City, and State.

NUMBER OF ANSWER DOCUMENTS SUBMITTED UNDER THIS IDENTIFICATION SHEET: Print and grid the number of answer documents to be processed. (Do not include voided answer documents in this count.)

■ **If necessary, complete a STAAR Voided Answer Document Identification Sheet (gray).**

Additionally, call the TMIP at 800-292-7006 if you need to void an answer document.

■ **Paper-band and pack your materials in the following order, top to bottom:**

TMIP Test Site Roster

STAAR Campus and Group Identification Sheet (pink)

STAAR Class Identification Sheet (green)

STAAR answer documents to be processed

STAAR Voided Answer Document Identification Sheet (gray)

Voided STAAR answer documents (if any)

All other materials

If possible, use the box(es) in which your materials arrived.

Immediately after testing, test sites are responsible for returning secure test materials to Pearson. Student rosters, seating charts, and Oaths of Test Security and Confidentiality are to be mailed back to the TMIP in the postage paid envelope that was provided by the TMIP. Copies of these documents must also be faxed to the TMIP at 956-702-6058, or emailed to [tmip@sbcglobal.net](mailto:tmip@sbcglobal.net). If you received calculators or dictionaries, those will also need to be shipped back to the TMIP.

As test sites prepare their secure test materials for return to Pearson, they must verify that campus coordinators have

- provided an accurate inventory of the materials submitted;
- submitted all secure test booklets, griddable response documents, and scratch paper; and
- assembled and packaged them correctly for return to Pearson.



## Returning Test Materials

Test sites should return all calculators and dictionaries to TMIP as directed. If paper testing materials were received, then all secure test booklets and secure materials should be returned to Pearson.

Test sites should return all secure materials from paper administrations directly to Pearson. These include secure test booklets and answer documents, used and unused.

Test administrator Oaths of Test Security, seating chart(s), and original shipping records should be returned to TMIP. The testing site may keep copies of the oaths, seating charts, and shipping records.

### To Return Paper Test Materials, Contact the Pearson Shipping Carrier

STAAR and TAKS administration materials may be returned by using the return carrier memo supplied in the initial shipment of materials. Questions about the return of test materials may be directed to Pearson's Austin Operations Center at 800-627-0225. Call the shipper at the number listed on your prepaid shipping bill to schedule a pick-up.

Ship your materials, using the original materials boxes and the prepaid shipping labels provided, to

**Pearson**  
**905 West Howard Lane**  
**Austin, Texas 78753**